## Christine L. Kelly Treasurer of St. Mary's County, Maryland

## **BINGO License Application Help**

## STEPS TO APPLY FOR 2023 BINGO LICENSE (for BINGO games between July 1, 2023-June 30, 2024)

- 1. All prior year BINGO licenses must have the appropriate reports completed to be approved for a new BINGO license.
- 2. Do not submit an application without uploading your EIN document AND your 2023 BINGO dates (please submit on the organization's letterhead).
- 3. Prepare a document to upload the dates you will be hosting BINGO with a 2023 license. It is suggested the dates be submitted on the organization's letterhead. Each date does not need to be listed if BINGO is hosted regularly at a regular time. For example, weekly on Saturday at 6:00 pm.
- 4. Locate a copy of your Federal ID (EIN) number form to be scanned and uploaded.
- 5. Access the licensing website at <a href="https://www.stmarysmd.com/treasurer/bingolicense/">https://www.stmarysmd.com/treasurer/bingolicense/</a> then select BINGO LICENSE APPLICATION to begin.
- 6. Select July 1st, 2023 June 30th, 2024
- 7. Continue with the online application form
- 8. Do not submit an application without uploading your EIN document AND your 2023 BINGO dates (please submit on the organization's letterhead).
- 9. Click submit
- 10. Call Christy Kelly 301-475-4200 x3307 with any questions



## STEPS TO APPLY FOR 2022 BINGO LICENSE (for BINGO games between July 1, 2022-June 30, 2023)

- 11. Do not submit an application without uploading your EIN document AND your 2022 BINGO dates (please submit on the organization's letterhead).
- 12. Prepare a document to upload the dates you will be hosting BINGO with a 2022 license. It is suggested the dates be submitted on the organization's letterhead. Each date does not need to be listed if BINGO is hosted regularly at a regular time. For example, weekly on Saturday at 6:00 pm.
- 13. Locate a copy of your Federal ID (EIN) number form to be scanned and uploaded.
- 14. Access the licensing website at <a href="https://www.stmarysmd.com/treasurer/bingolicense/">https://www.stmarysmd.com/treasurer/bingolicense/</a> then select BINGO LICENSE APPLICATION to begin.
- 15. Select July 1st, 2022 June 30th, 2023
- 16. Continue with the online application form
- 17. Do not submit an application without uploading your EIN document AND your 2022 BINGO dates (please submit on the organization's letterhead).
- 18. Click submit
- 19. Call Christy Kelly 301-475-4200 x3307 with any questions